

**PELICAN VALLEY SENIOR LIVING
MONTHLY BOARD MEETING
FEBRUARY 27, 2017**

The regular monthly meeting of the Pelican Valley Health Center Hospital District Board of Directors was held at 6:15 p.m. on Monday evening, February 27, 2017, in the Pelican Valley Meeting Room. The meeting was called to order by Chairperson Richard Bratlien. Other board members present were: David Slotten, Bradley Knorr, Les Rotz, John Waller, Brian Evenson, Joan Fouquette and Mary Williams. Absent were: Susan Bruggeman and Shannon Erickson. Others present were: Barbara Axness, Vickie Thompson, Mike Walls, Chandra Eaton and Mark Neu.

APPOINTMENT OF BOARD REPRESENTATIVES

On behalf of the Search Committee, David Slotten recommended and made the motion that Joan Fouquette, previous board representative from Erhards Grove Township, be appointed to continue as their township representative. Motion seconded by Les Rotz and carried. The Search Committee interviewed Mary Williams who expressed an interest in being the board representative from the City of Pelican Rapids. Les Rotz recommended and made the motion to appoint Mary to this position. Motion was seconded by David Slotten and carried. Since both Joan and Mary are appointed representatives, they will have to file for election in 2018 if they want to continue in their positions. Joan and Mary both completed the oath of office.

CONSENT AGENDA

After adding Item d., approve revision of Bremer Bank loan, to Board Action items, the motion was made by Les Rotz, seconded by Brad Knorr to accept the revised agenda for the meeting and the minutes of the January meeting. After noting a correction that would change the reference in the minutes to ads being placed for a Board Member for Pelican Township to Board Member for City of Pelican Rapids, the motion was carried.

REPORTS TO THE BOARD

Mike Walls reported for legal counsel that there were no major legal issues at this time. Barbara and Mike are working on some smaller projects. Notification was given to Sanford Clinic regarding the ending of the cleaning contract.

The Fiscal 2016 Audit Report was presented over the phone by Darren McGarvey of CliftonLarson Allen. Darren reviewed the financial statements including revenues, expenses and changes in net position. Investments and cash on hand decreased from last year due to the building project. However, assets substantially increased. Long term debt increased due to the building project. Darren reviewed the income statement, pointing out revenues and expenses. Dave Slotten requested a further breakdown to separate Manor and Main. Darren also reviewed the Audit results and Report to the Board of Directors. This included required communications, internal communication controls, financial ratios and industry trends. Darren stated Pelican Valley had a clean audit with no issues.

The Construction Committee report was given by Les Rotz. The earlier list of corrections has been completed. Barbara Axness got a notification from MDH Licensing and Certification last week that they would be coming in to do a walk-through before we could move residents into the new building. After investigation, it was found to be OK to have already moved in because we had received sign-offs from the appropriate departments. The State Department of Health will still be coming in to do a final

inspection. Les commented that the employee breakroom is being remodeled. Rich thanked Mark Neu for all his help and involvement in the building project.

Dave Slotten reported for the Finance Committee that their recommendation is that Pelican Valley apply for ECPN funds again. He also talked about cost overruns on the building project and is recommending an additional \$60,000 be added to the note with Bremer Bank to cover these overruns.

Barbara Axness presented a report from Food, Board and Lodging regarding the findings from their inspection of the Riverfront Manor kitchen. We have two years to complete any corrections needed. The Open House for the new building is on Friday, March 3rd from 2 -4. Barbara reviewed the occupancy of the campus. She also reviewed the financial statements explaining any unusual expenses. Staffing was discussed. Barbara also shared board education materials she received at the Leading Age Conference she attended a couple weeks ago. She received a board manual from which she would like to review portions at each meeting. She shared some ideas she would like to use in the meeting format. The RN in assisted living has resigned for a new position. Her last day will be March 22nd. An offer has been made to a candidate to fill the Activities Coordinator position.

Rich appointed new committees for 2017.

Les Rotz questioned why the yellow line limiting parking is so long in front of the building. Discussion followed and Mark Neu explained that trucks had been using it for unloading. It was a Pelican Valley decision so we can determine on how much of the curb we want to have limited parking.

BOARD ACTION

Motion made by Les Rotz, seconded by John Waller to accept the January financial statements as presented. Motion carried. Motion by Les Rotz, seconded by Brian Evenson to accept the Fiscal 2016 audit report presented by Darren McGarvey of CliftonLarsonAllen. Motion carried. Motion by Dave Slotten, seconded by Les Rotz to participate in the ECPN program. Motion carried. Motion made by Les Rotz, seconded by Dave Slotten to approve adding \$60,000 to the note at Bremer Bank. Motion carried.

By-laws are to be reviewed at the March meeting.

ADJOURNMENT

Motion by Brian Evenson, seconded by Dave Slotten to adjourn the meeting. Motion carried. Meeting adjourned at 7:47 p.m.

Vickie Thompson, Recording Secretary

David Slotten, Secretary